Module 4

Chapter 5

Changing Employee Records

Introduction

This chapter guides you through the various procedures to change employee records to include a Name Change, a Realignment, and a Change in Title.

Chapter Contents

Processing Name Changes

Purpose

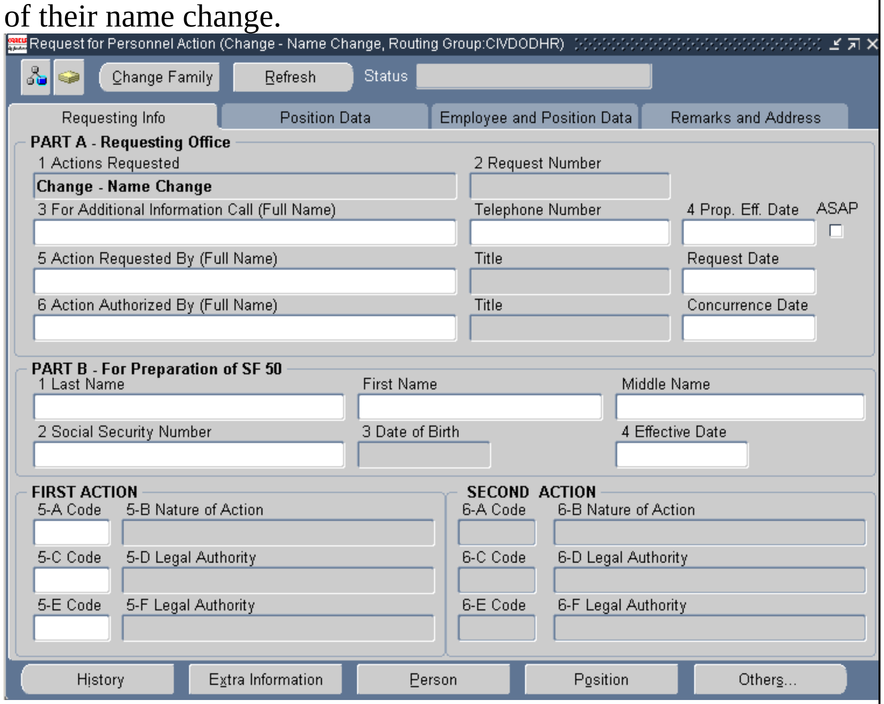
This procedure guides you through the steps for processing an employee name change.

Notes:

- Use the employee's SSAN when following this procedure because the application will not always respond to an employee name.
- Components will determine business rules for employee documentation of name change.

Making the Name Change

Step	Action
1	**Navigation Path** → *Request for Personnel Action* → *Change Actions* → *Name Change* → <**Open**>.
2	The RPA window opens **Note:** The supervisor/manager may submit the RPA with the new name or a note indicating the employee's new name to the personnelist. The employee may also notify the personnel office of their name change.



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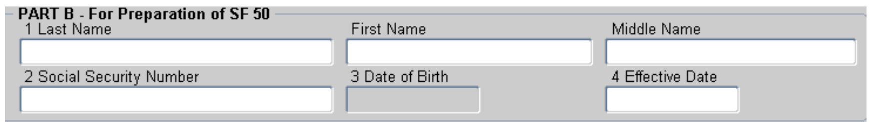
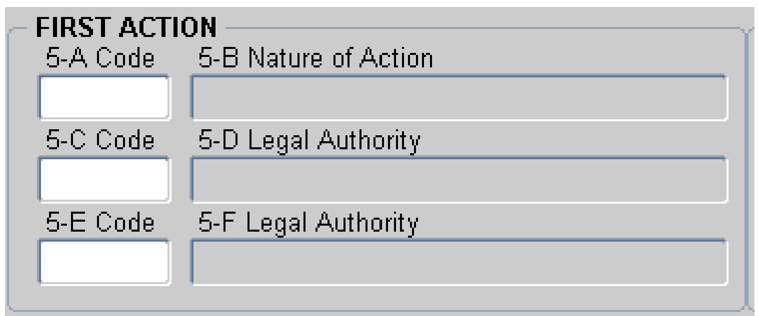
Processing Name Changes, Continued

Making the Name Change (continued)

Step	Action
3	Place the cursor in the **Part B** Region, ***Last Name*** data field, type in the new name and Social Security Number. 
4	Type in NOA 780 in ***5-A Code*** data field. The old name populates in ***5-B***, Nature of Action. The Legal Authority Code automatically populates. 
6	With your cursor in **Part B** Region, ***Effective Date*** data field, type in Effective Date, if being completed by the personnel office. If being completed by the supervisor/manager, in **Part B** Region, type in the ***Prop Eff Date***.
7	Click ***Save*** icon on the Toolbar.
8	A **Decision** window appears asking if you wish to route the RPA now. Click the **<Yes>** button. The **Routing** window appears. Save and route or update your RPA as described in Module 3, Processing Requests for Personnel Action Using the Modern DCPDS.
9	Click the **<OK>** button and Exit the window.

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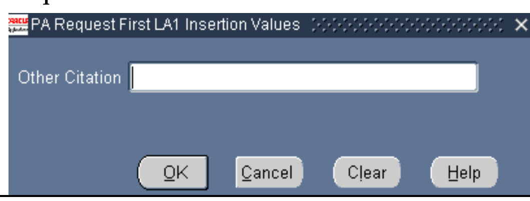
Processing Realignments

Purpose

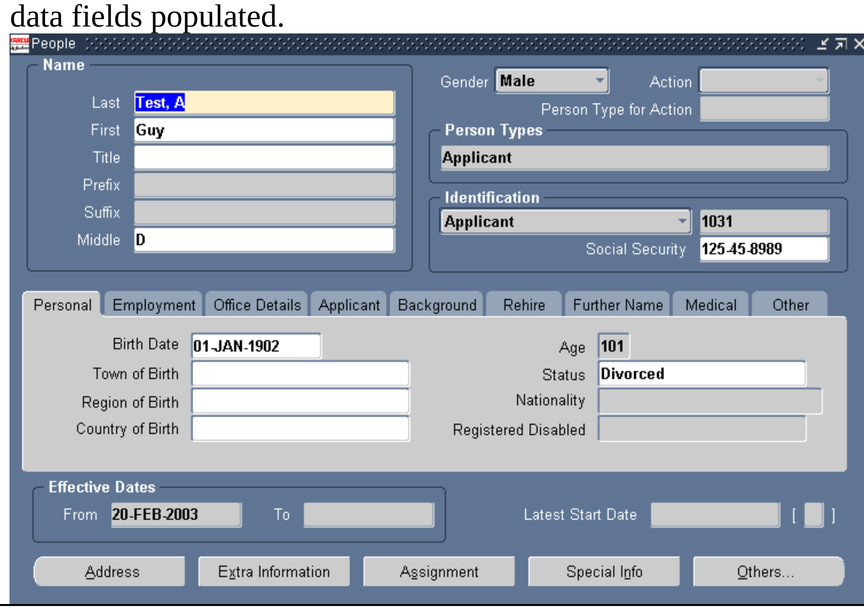
This procedure guides you through the steps to process a realignment action.

Step	Action
1	**Navigation Path** → *Request for Personnel Action* → *Realignment* → *<Open>*.
2	The RPA opens. In **Part A** use the LOV's to select or type the information in the data fields
3	Place the cursor in **Part B**, ***5-A Code*** data field, type in 790 or click the LOV icon to select the appropriate action.
4	Place the cursor in ***5-C Code***, type in the ***Legal Authority Code*** or click the LOV icon and select. If it has an insertion value, the **PA Request First LA1 Insertion Values** window appears type in the required data. Click the **<OK>** button. 
5	Click the ***Save*** icon on the Toolbar.
6	A Message Box appears informing you an RPA number has been generated. Click the**<OK>** button.
7	Click the **<Extra Information>** button. The window opens with the name of the employee and action on the Title Bar. Select ***Realignment Extra Information*** Type.
8	Click in the ***Details*** data field. The **Extra PA Request Information** window opens. Enter data in each required data field.
9	Click the **<OK>** button. The **Extra PA Request Information** window opens with the **Details** data field completed.
10	Click ***Save*** icon on the Toolbar
11	Select ***US Fed Realignment*** Type. Click in the ***Details*** data field. The window opens. Enter the required data in each field
12	Click the ***Save*** icon on the Toolbar. A **Message Box** opens asking if you want to route this action. Click the **<Yes>** button.
13	The **Routing** windows opens select Update HR and print your action if desired. Select the Approval checkbox. And Click the **<OK>**button.

Processing Position Changes

Purpose The purpose of this procedure is to guide you through the steps to process position changes.

Processing Position Changes

Step	Action
1	**Navigation List** → *Request for Personnel Action* → *Federal Position Change* → **<Open>**.
2	The **RPA** opens. Use the LOV's or Type the information in the data fields of **Part A**.
3	In **Part B and First Action** regions use the LOV's or Type in the information in the data fields.
4	Click ***Save*** icon on the Toolbar.
5	Click the **<Person>** button. The **People** window opens with the data fields populated. 

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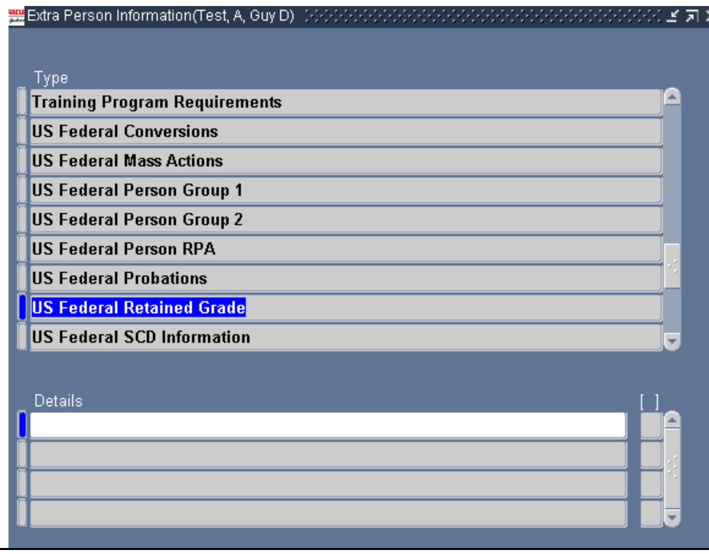
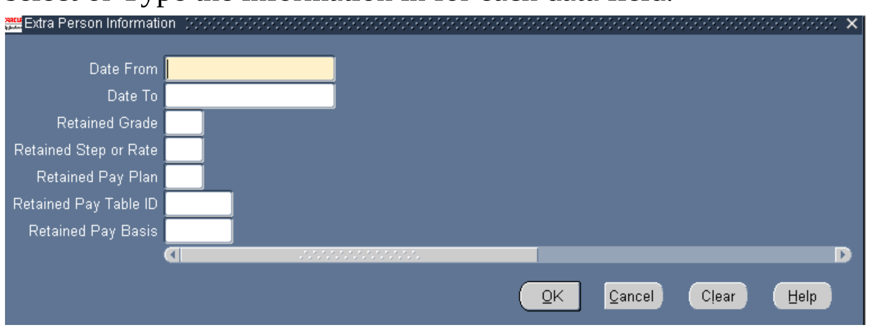
Processing Position Changes, Continued

Processing Position Changes (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6</td><td>Click the <Extra Information> button. The window opens with the employee name on the Title Bar. Date Track to the effective date of the Position Change action. Select US Federal Retained Grade. Click in the Details data field.

</td></tr>
<tr><td>7</td><td>The Extra Person Information window opens. Use the LOV to select or Type the information in for each data field.


Click the <OK> button.</td></tr>
<tr><td>8</td><td>Click Save icon on the Toolbar and exit the window.</td></tr>
<tr><td>9</td><td>The Position Change RPA reopens. Click the Position Data tab. Place the cursor in Block 15, the Position Title data field, click the LOV to select the new position.</td></tr>
<tr><td>10</td><td>Place the cursor in the TO INFORMATION Region, Block 19, Step or Grade data field, type “00.” .</td></tr>
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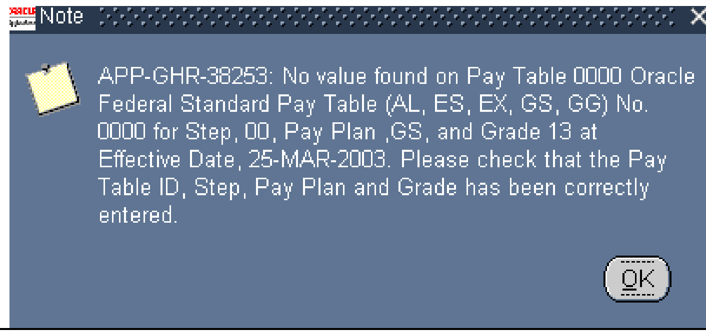
Processing Position Changes, Continued

Completing the RPA

Step	Action
11	A Message Box opens and tells you the grade and steps do not match a pay table. Click the<**OK**> button. 
12	Click the ***Employee and Position Data*** tab place the cursor in Block 29, ***Pay Rate Determinant***, click the LOV icon to select the correct value. A Message Box appears and tells you the Pay Calculation has been recalculated.
13	Click the <**OK**> button then click ***Save*** icon on the Toolbar.
14	If you need to input other data, click the<**Extra Information**> button and enter data when complete click the <**OK**> button..
15	The RPA opens. Click the ***Save*** icon on the Toolbar.
16	A **Message Box** opens asking if you want to route this action. Click the<**Yes**> button.
17	The **Routing** window opens select **Update HR** and the ***Print Notification*** checkbox then select a Printer if you want to print the action. Select the Approval checkbox. Click the <**OK**> button.

Processing a Change in Title

Purpose

The purpose of this procedure is to guide you through the steps to process a Change in Title. Refer to Module 2, Position Management and Classification Using the Modern DCPDS, Chapter 2, Building Positions, Section: Changing Encumbered Positions.

Processing a Change in Position Title

Step	Action
1	**Navigation Path** → *Request for Personnel Action* → *Change Actions* → *Change in Position Title* → ***<Open>***.
2	The **RPA** opens. Use the LOV's to select or type the data in the fields of **Part A**.
3	Use the LOV to select the ***Effective Date*** or type in the effective date.
4	Use the LOV to select 0900 Nature of Action Code, for **First Action**, *5- A Code*. There is no Legal Authority associated with this NOA.
5	Click ***Save*** icon on the Toolbar.
6	A Message Box asks if you want to route the action. Click the **<No>** button.
7	A Message Box tells you the Request Number has been generated. Click the **<OK>** button.
8	Click the **<Extra Information>** button on the RPA. The **Extra Person Information** window opens.
9	Select ***Change Position Title*** Type. Click in the ***Details*** data field.
10	The window opens. Type in the new Position Title then click the **<OK>** button
11	The window opens with the new position title in the ***Details*** data field. Click the ***Save*** icon on the Toolbar.
12	A Message Box inform you the Transaction is complete. Click the **<OK>** button. Exit the window.
13	The RPA opens. Click the **<Refresh>** button.
14	Click the ***Save*** icon on the Toolbar.
15	Route the action and update HR as in previous procedures.